

Board of Tree Experts

Minutes

January 16, 2018

The Board of Tree Experts met on this date at Jackson Township Municipal Building, 95 W Veterans Hwy, Jackson, NJ 08527.

Those present were:

Steve Chisholm, Sr, President
Rich Wolowicz, Vice President/Treasurer
Barry Emens
Carrie Sargeant
Joe Greipp
Gary Lovallo
Pam Zipse
Kevin Downes
Michael D'Errico, Program Manager
Michael Schuit, DAG
Chloe Gogo, DAG
Arlene Dietz, Recording Secretary

Public in Attendance: none

Meeting called to order at 9:30 a.m.

- I. **Open Public Meeting Act:** signed, S. Chisholm & R. Wolowicz
Open Public Meeting Act was read by M. D'Errico
- II. **Approval of Agenda**
Motion to approve made by Mark Goggin, seconded by Barry Emens
Motion passed
- III. **Minutes of December 19, 2017**
Motion to approve minutes made by Rich Wolowicz, seconded by Joe Greipp. Motion passed.
- IV. **Administrators Report**
Postage meter acquisition started. Two bids already in and one pending. To be acquired through the NJ Start contract.

Tree Expert and Tree Care Operators Licensing Act will be presented at the NJ Nursery and Landscape Conference at the end of January.
The CTE Society dinner was held Friday, January 12, 2018. 104 in attendance as opposed to 61 in January 2017. Board staff and members made a presentation and answered questions.

V. **Treasurer's Report**

There was no Treasurer's Report this month. The financial report was not received due to the holiday and delay in mail delivery. The January 2018 Treasurer's Report will be submitted at the February meeting.

VI. **General Public Comments – none**

VII. **Old Business**

A. BTE Account Update

The offline account was discussed. The offline account will close in 2 phases. Staff salaries will be transferred to ACRO in February.

The question of hourly employment under the State was raised but based on a discussion between Steve Chisholm, Sr and Steve Matis, Inspectors (Compliance Officers) will not be paid through ACRO but will remain independent contractors. Three inspectors are planned, one each for North, Central and South Jersey.

Optimum is not an NJ Start approved vendor for phone, fax just wifi.

Other options will be explored, however there is a concern about the loss of the Board's phone and fax number. Transfer to NJ Start for the webmaster is also being looked into.

B. NJEMS Update - great news to report

Staff reported that all the backlogged Business Registration and License certificates were printed and mailed out. These certificates were mailed out with a packet on information and instructions. Going forward, staff will be able to print certificates as Board approval is received. All issues with companies being dropped from Home Advisor for the lack of a business registration has ceased.

C. Notice of Violation

A draft NOTICE OF VIOLATION/NON-COMPLIANCE was compiled by Michael Schuit and Chloe Gogo and submitted for review and will be available at the February 2018 meeting.

D. Complaint Process

The Board discussed the complaint process, with adjustments and deletions recommendations. A new draft will be done by the DA's G to be reviewed again next month. The process from receipt of the complaint to investigation of the complaint and final determination and action to be taken were briefly discussed.

E. Other

The Board discussed Engineering companies, code enforcement officers and farmland assessment companies using LTE consultants must register with the Board.

VIII. New Business

A. LTE/LTCO Written Exam

The next written exam is scheduled for February 7, 2018, applications are coming in. Following the February 7, 2018 written exam for LTE/LTCO there the Board will impose the \$100.00 fee for written exams and \$100.00 fee for field exams as per the rules. This is along with the \$50.00 application fee.

B. Exemption of First-Time Licensing Fee – Military

The Board discussed a request from a veteran concerning; first-time licensing fee for Veterans under N.J.S.A.45:24-9 and N.J.S.A. 45:24-10. These N.J.S.A.'s were reviewed by Michael Schuit, DAG and Chloe Gogo, DAG and were determined to be non-applicable for tree work. The request for exemption was denied. Board staff will reach out to the veteran and let them know.

C. Compliance with the Law/Rules – update with numbers

The Board was provided with an updated list.

D. Review of Applications and Approval

CTE to LTE - 6 applications

Motion to approve made by J. Greipp, seconded by R. Wolowicz. Motion passed.

Grandfathering for LTCO - 14 applications

10 approved

4 denied pending review of felony & misdemeanor charges

Note: DA's G Michael Schuit and Chloe Gogo will review the law pertaining to this issue and give their determination at the February Meeting.

Motion to approve made by K. Downes, seconded by M. Goggin. Motion passed.

LTCO Reciprocity – 1 application

Motion to approve made by R. Wolowicz, seconded by K. Downes. Motion passed.

Business Registrations – 32 applications

Motion to approve made by R. Wolowicz, seconded by J. Greipp. Motion passed.

E. Other

The possibility of letters to the denied applicants, investigation by the Board and changes to the application itself were introduced.

IX. General Public Comments

None

X. Closed Session

Motion to go into closed session made by R. Wolowicz, seconded by M. Goggin. Motion passed.

Motion to come out of closed session made by R. Wolowicz, seconded by M. Goggin. Motion passed.

XI. Adjournment

Motion to adjourn meeting by R. Wolowicz, seconded by J. Greipp. Motion passed.

The meeting was adjourned at 12:47 p.m.